

~~RESTRICTED~~  
Security Information

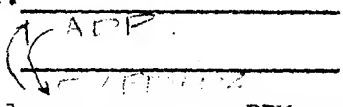
15 October 1953

MEMORANDUM FOR: Chief, Plans, Research & Development Staff

SUBJECT: Correspondence for Signature of DCI, DDCI  
and Acting DD/A.

1. Current procedure requires two signatures on carbons of communications prepared for the signature of the DCI and DDCI. The Acting DD/A has requested that we prepare all communications for his signature with the same system. He makes a small change, however, in his requirement, by asking that we put on the carbons the following:

Originator: \_\_\_\_\_

Concur:  \_\_\_\_\_

2. Will you please prepare a PDM prescribing this system within the Personnel Office.

3. At the same time, prescribe the following procedure for carbon copies. The original and courtesy carbon will not bear the Office symbol, originator and typists initials, nor the distribution of copies. All of the other copies will bear this information. As an example:

OPD:GEMeloon:bks (Date)

Distribution:

O&I - Addressee


1 - Security Office

1 - Medical Office

1 - OPD Chrono

1 - OPD Reading

STATINTL

  
George E. Meloon  
Personnel Director

STATINTL

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Security Information

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET

(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO	INITIALS	DATE
1	<i>[Signature]</i>	7 Nov
2	<i>[Signature]</i>	6 Nov
3	<i>[Signature]</i>	6 Nov
4		
5		
FROM	INITIALS	DATE
1	<i>[Signature]</i>	4 NOV 1953
2		
3		

☐ APPROVAL    ☐ INFORMATION    ☐ SIGNATURE  
☐ ACTION    ☐ DIRECT REPLY    ☐ RETURN  
☐ COMMENT    ☐ PREPARATION OF REPLY    ☐ DISPATCH  
☐ CONCURRENCE    ☐ RECOMMENDATION    ☐ FILE

Remarks:

Project # 62. Attached is PDM No. 91-53 for your approval and transmittal to the Acting Personnel Director for signature.

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Approved For Release 2001/08/14 : CIA-RDP80-00679A000100030041-9

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FREE

## ROUTING AND RECORD SHEET

INSTRUCTIONS.—Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Record and Routing Sheet should be returned to Registry.


FROM:

A-C/Plans *PMH*

NO.

DATE

22 October 1953

TO—	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		RECEIVED	FORWARDED		
1. C/Procedures		23 OCT		NZD	<p>Re attached assignment #62. This calls for PDM re initials and distribution, etc., on correspondence to be signed by DCI or DDCI. I believe that there is a 1953 PDM on correspondence and, if so, let's prepare this for issuance as a SUPPLEMENT thereto..... unless they are clearly unrelated.</p> <p>Note suspense for week of 26 October. This isn't a big deal by any means so let's try to get it out early during that week.</p>
2. 					
3. STATINTL					
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